

Adult Education Programs Internship Spring 2023

The Adult Education Programs Intern will work on site and virtually in the Education Section of the NC Museum of History. The intern will assist the Adult Education Programs Coordinator with all aspects of adult programming including:

- Scheduling Zoom Webinars and Meetings for upcoming meetings and programs
- Editing captions from previously recorded adult education programs using Rev.com
- Assisting the adult educator with virtual adult education programs including being a co-host on Zoom platforms
- Transferring Zoom recordings of previously recorded Zoom adult education programs from the Zoom platform to the Dropbox platform
- Assisting with setup and implementation of in-person education programs
- Attending Education Section meetings
- Attending Digital Programming Committee Meetings
- Taking notes during the Program Committee Meeting and distributing those to the committee after the meetings (2 meetings per month)
- Attending meetings having to do with virtual programming with the adult educator, when possible/appropriate
- Other duties as assigned

The intern is expected to work with staff members from all sections of the museum, including executive-level staff, when necessary. As the museum returns to in-person programming, the intern is expected to assist with those programs while following all state, federal, and CDC guidelines for safety.